

Steps to Developing a School Food Safety Plan Based on the Process Approach to HACCP

Information for Montana Schools

HACCP stands for Hazard Analysis and Critical Control Points. HACCP is a preventive food safety program designed to control food safety hazards during the entire flow of food through a food service operation, from receiving to serving. School food service authorities are required to begin implementation in July 2006. A plan should have been implemented by the end of the 2005/2006 school year.

Use the “USDA Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles” in implementing the steps outlined below.

Food Service Director/Manager:

- 1) ServSafe* (8-hour food certification course)
- 2) Attend School HACCP Training Fall 2005 or Spring 2006

These areas will be covered in the School HACCP training course:

Identify and document in writing all recipes and menu items according to the process approach to HACCP

1. Process 1-No Cook
2. Process 2-Same Day Service
3. Process 3- Complex Preparation

Develop and implement Standard Operating Procedures (SOPs) that include:
control measures and critical limits,
monitoring procedures, and
corrective actions.

Establish Record Keeping Plan

Review and revise your overall food safety program continually until in place and then at least annually

Steps for Implementing HACCP—You Can Start NOW!

Standardize all recipes

All Food Service Staff:

ServSafe* (4-hour food safety education class)

References and Resources:

OPI	www.opi.mt.gov
FDA Food Code	http://www.cfsan.fda.gov/~dms/fc01-sup.html
USDA Temp Rules	www.fsis.usda.gov/thermy
NFSMI	www.nfsmi.org
USDA Recipes	http://www.nfsmi.org/Information/school_recipe_index_alpha.html

Sanitation Inspections: Regulations require 2 inspections per year. Request for Inspections and Self Review documentation forms can be found on the OPI Web site. For more information contact the Team Nutrition Program or School Nutrition Programs at (406) 994-5641 and (406) 444-2501, respectively.

ServSafe is the National Restaurant Association’s food safety education program. Check with your local county MSU extension agent or sanitarian for classes offered in your area. Food Services of America (800) 829-4045, Mike Callaghan; and Sysco (800) 755-3673, Drew Alpers also offer the 8-hour classes across the state. See the list of 2006 ServSafe courses for more information.